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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 14 April 1955

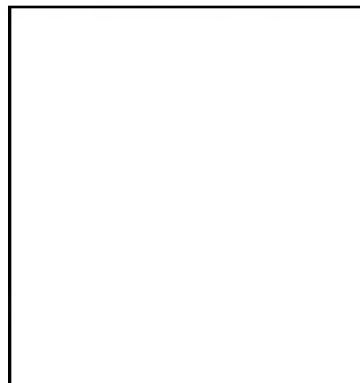
FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 15

STAT  
 JOB NO. \_\_\_\_\_ JOB NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 31 NO CHANGE  
 IN CLASS/ (DECLASS) CLASS CHANGED TO: TS S (C) RET. JUST 22  
 I. SIGNIFICANT ITEMS - Next REV DATE 09 EXT DATE 13 Dec 79 REVIEWER \_\_\_\_\_ TYPE DOC. 02  
 NO. PGS 9 ORIGIN DATE \_\_\_\_\_ ORG COMP // OPI // ORG CLASS S  
 II. OTHER ITEMS REV CLASS C REV COORD. \_\_\_\_\_ AUTH: NR 70-3

A. OTR Vacancies - GS PositionsComponentProfessionalClerical

Plans & Policy Staff  
 Assessment & Evaluation Staff  
 Support Staff-Headquarters  
 Support Staff-  
 Basic School  
 Intelligence School  
 Language & External Training School  
 Operations School-Headquarters  
 Operations School-  
 Operations School-

B. Audit

The annual audit of the Project by the Office of Audit in Chief is tentatively scheduled for 26 April 1955.

C. Reserve Officer Training

Military Personnel Division is completing arrangements for procurement of necessary orders to call selected Agency Reserve Officers to duty for the special course to be given at                     . The officers will be called to duty on 16 May 1955. They will "process in" with their respective services during the morning of 16 May and will report to the Office of Training at noon.

D. Renovation of the Auditorium Building

Arrangements have been completed and dates of April 20, 21, and 22 set for alterations of the            auditorium. The original plans were changed in that the platforms will not be removed from the floor, and the curtain rail will be installed on the inner framing of the movie screen by the Film Section, OTR, instead of by the Logistics Office. Commencing 25 April, the auditorium will be equipped to accommodate 35 students seated at tables with 35 additional folding chairs.

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E. Registrar Activities

1. A report on training received by 41 people was prepared for the DD/TR and forwarded 11 April 1955.

2. Weekly enrollment statistics will be distributed on 13 April, for the DDP training officers meeting, 14 April, and the Division training officers' meeting, 15 April 1955.

25X1 3. [ ] will be on IWOP through 22 April 1955.

F. Department of Defense Personnel at Intelligence Products Exhibit

25X1 [ ] completed arrangements for the Department of Defense representatives' attendance at the Intelligence Products Exhibit. (The Defense Department people were admitted to the exhibition with a minimum of inconvenience.) Arrangements consisted of obtaining security clearances, establishing proper identification procedures and arranging for reception at the Exhibit.

25X1 G. Emergency Contact [ ]

25X1 Emergency twenty-four hour telephone contact is being established [ ]

H. Conference with OL/CMD

25X1 [ ] met with [ ] OL/CMD, on 13 April to resolve rotation problems between OIR and OL. It appears that present rotations will be accomplished in a mutually satisfactory manner. However, no future rotations will be made until the question of Service Designations is resolved, by the Director of Training with the DDS.

25X1

I. Consultants

The Personnel Section has completed the staff work for the annual justification of consultants. It has been sent to the Executive Officer for signature and forwarding to the Director of Personnel.

J. Briefing of Special Support Assistant, DDS (Personnel)

25X1 Upon request, [ ] briefed [ ] Special Support Assistant, DDS (Personnel), on the personnel procedures for the JOT, JCD, and CD Programs. Mr. Helms had requested information on these Programs from [ ]

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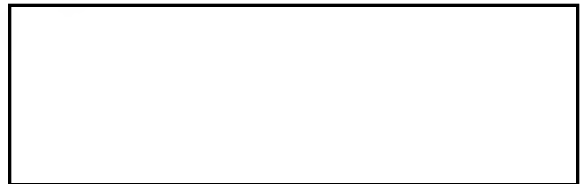
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K.

Weekly report of the utilization of  from  
6 April through 12 April is attached.

25X1



25X1

25X1

Attachment:

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